

## RECORDS RETENTION SCHEDULE

## APPROVAL REQUEST

STD. 72 (REV. 7-92)

Submit three copies with three copies of the  
Records Retention Schedule, STD. 73.

(1) DEPARTMENT, BOARD OR COMMISSION	HEALTH SERVICES (85463)
DIVISION, BUREAU OR OTHER UNIT	ADMINISTRATION DIVISION/PROGRAM SUPPORT BR./CONTRACT MANAGEMENT UNIT
ADDRESS	1800 THIRD STREET, SUITE 455, SACRAMENTO, CALIFORNIA 95814

TO: DEPARTMENT OF GENERAL SERVICES  
OFFICE OF INFORMATION SERVICES  
1500 5th Street, Room 116  
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER 245	(6) CHECK THE APPROPRIATE BOX: (2) <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) (3) <input checked="" type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.) (4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)	(7) NUMBER OF PAGES 5	(8) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S) 130	(10) SCHEDULE DATE FEBRUARY 1994	(11) APPROVAL NUMBER(S) 87-58	(12) APPROVAL DATE(S) 3-13-87
				(13) PAGE NUMBER(S) REVISED

## PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS

(14) TITLE

(15) DATE SIGNED

*James Walker*

*Chief Contract Unit*

*3-18-94*

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST

(17) TITLE

(18) DATE SIGNED

*Joe M. Hironaka*

*Chief, Records Management & Administrative Support*

*March 25, 1994*

(18) NAME (Printed or Typed)

(19) TELEPHONE

(20) DATE SIGNED

## PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE--OS/CONSULTANT

(22) APPROVAL NUMBER

(23) DATE SIGNED

*Joe M. Hironaka*

*94-083*

*4/25/94*

(24) TYPE

(25) DATE SIGNED

(26) DATE SIGNED

*Information Management Unit 4/25/94*

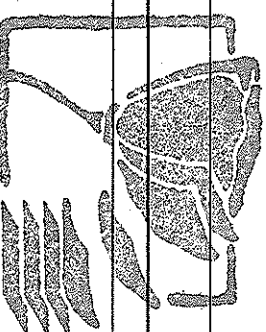
*4/25/94*

*4/25/94*

## THE ATTACHED RECORDS RETENTION SCHEDULE:

(29) ☐ Contains no material subject to further review by the California State Archives

(29) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA  
STATE ARCHIVES

(27) SIGNATURE--CHIEF OF ARCHIVES

(28) DATE SIGNED

(29) DATE SIGNED

*John F. Burns*

*JUL 17 1994*

*JUL 17 1994*

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES (85463) ORGANIZATIONAL UNIT		SCHEDULE NUMBER (2) 245	DATE (3) FEBRUARY 16, 1994
ADMINISTRATION DIVISION- CONTRACT MANAGEMENT UNIT ADDRESS (Number Street City) 1800 THIRD STREET, SUITE 455, SACRAMENTO, CALIF. 95814		PAGE 1	OF 5 PAGES (4)
		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 94-083	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<p><u>BRIEF DESCRIPTION OF UNIT</u></p> <p>Contracts and Procurement Section consists of two Units. This schedule is for Contract Management Unit only.</p> <p>Contracts and Procurement Section (CPS) is a service-oriented section functioning as both a consulting resource as well as maintaining a control function for departmental contracts in order to ensure all are legally sufficient and comply with state, departmental, and if federally funded, federal policies, statutes, and regulations. The CPS is the repository of all fully executed contracts within the Department except for the Medi-Cal hospital containment contracts which are negotiated by the California Medical Assistance Commission.</p> <p>Retention criteria for all records listed is the decision of the Section Chief, unless otherwise noted.</p>								

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1)

HEALTH SERVICES

(85463)

ORGANIZATIONAL UNIT

ADMINISTRATION DIVISION - CONTRACT MANAGEMENT UNIT

ADDRESS (Number

Street

City)

1800 THIRD STREET, SUITE 455, SACRAMENTO, CALIF. 95814

SCHEDULE NUMBER (2)

245

DATE (3)

FEBRUARY 16, 1994

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PAGES (4)

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>ADMINISTRATIVE RECORDS</u>								
			ACTIVITY REPORTS								
1.	.5 ↓		Monthly	P		2			2		
2.			Weekly	P		2			2		
			CORRESPONDENCE								
3.			Contract mailing list	P		active			active		Becomes inactive when updated.
4.		Hold / Destroy / Archive	General-chron	P		2			2		
			EQUIPMENT AND SUPPLIES								
5.	↓		Requisitions	P		active +2			active +2		Destroy 2 years after purchase received.
			<u>LEGAL</u>								
6.	.5 ↓	Hold / Destroy / Archive	Bill Analysis	P		active +2			active +2	X	Becomes inactive at the end of the legislative session. PRA 6254(a). Retain 2 yrs when inactive.
7.		Hold / Destroy / Archive	Dept. Legal Staff Opinions	P		2			2	X	PRA 6254.25
8.		Hold / Destroy / Archive	General Services Legal	P		2			2	X	PRA 6254.25
9.			Regulations	P		active			active		Becomes inactive when superseded or replaced.

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HEALTH SERVICES

(85463)

ORGANIZATIONAL UNIT

ADMINISTRATION DIVISION / CONTRACT MANAGEMENT UNIT

ADDRESS (Number / Street City)

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SCHEDULE NUMBER (2)

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FEBRUARY 16, 1994

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
10.	.5	Wages / Salary Archives	PERSONNEL  Affirmative Action (plans, Policy, general information etc.)	P		active			active		Becomes inactive when superseded.
11.			Attendance	P		active +2			active +2	XI	Destroy 2 years after employee transfers or terminates. PRA 6254(c), 6254.3; IPA 1798.3
12.			Duty Statements	P		active			active		Becomes inactive when superseded.
13.			Employee Records (includes probs, reviews, etc.)	P		active			active	XI	Becomes inactive when employee transfers or terminates. PRA 6254(c) & 6254.3; IPA 1798.3
14.			Interview Documents (includes apps, score sheets, Ethnicity Reports, correspondence etc.	P		2			2	XI	Government Code 12946; PRA 6254(c) & 6254.3 IPA 1798.3
15.			Training (Employee)	P		2			2	XI	PRA 6254(c) & 6254.3; IPA 1798.3.
16.			Dept. Contract Management Manual with all updates.	P		active			active		Becomes inactive when updated or superseded.
17.			Procedure and Information memos (P&I for Section distribution only.)	P		active			active		Becomes inactive when updated or superseded.
18.	.5		RECORDS MANAGEMENT  Annual Reports (IPA Report and Records Holding).	P		2			2		
19.			Quarterly Records Destruction	P		2			2		

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PAGE 4 OF 5 PAGES (4)  
DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)  
94-083

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
20.	.5		RECORDS MANAGEMENT (Con't.)  Records Retention Schedule	P		active			active		Remains active <i>until superseded.</i> for 5 years.
21.			Transfer Lists	P		active			active		Becomes inactive when records are destroyed. Transfer list is attached to the appropriate records destruction memo in item #19.
			<u>PROGRAM RECORDS</u>								
			DEPARTMENTAL CONTRACTS (Originals)								
22.	41		Continuing Contracts (Those which cross fiscal years)	P		active +1		4	active +5	XI	Becomes inactive at end of contract term. PRA 6254(q), IPA 1798.3
23.	7		Federal Grants	P		active +1		2	active +3	XI	Becomes inactive at end of contract term. PRA 6254(q), IPA 1798.3.
24.	76.5		General (includes subvention, services, consultant, and interagency).	P		active +1		4	active +5	XI	" " " " " " " "
25.	1		Incoming Funds-Receivables to the Dept. of Health Services for services rendered to other State Agencies.	P		active +1		4	active +5		Becomes inactive at end of contract term.
	127.5		TOTAL CUBIC FEET								

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			<u>OLD SCHEDULE ITEM NUMBER REFERENCE</u>								
1.			item # 14.(General Correspondence) is now combined with item #15( Interview Documents) to become item #14 now Interview Documents.								
2.			item # 16 (Training) is now listed as item 15.								
3.			item # 17 (Contract Management Manual) & item 18 ( General Info.) combined to appear as item 16 .								
4.			item # 19 (Procedure and Information Memos) appears as item 17.								
5.			items # 20,21,22,23 (Records Management) now appear as item # 18, 19, 20, 21.								
6.			items # 24, 25, 26, 27 (Dept. Contracts) now appears as items # 22, 23, 24, 25.								

\*Provide total of office and departmental